Electronic Personal Action Form (EPAF)

Checking the Status of an EPAF

1. Click the Personnel Action Form Menu in the Banner Information System. Click "Check Form Status."

Home > Employee Main Menu > Perso	nnel Action Form Menu			
Employee Menu Benefits and Deduc Menu	tions Employee Pay and Acco	unt 🞽 Leave Information Menu	Personnel Action Form	
Create New Action	on Form Check Form		istration	
Stationery Products	Menu Tax Forms Menu	Finance Chart of Accounts	Leave Reports and Approvals	
Meal Plan Order Fo	rm Mentor Program - View Mentors	Time Sheets and Approvals	B Upload file to Banner	

2. To view the specifics about an EPAF record, click "View."

EPAF	EPAF Status							
	Employee	Position	Title	Originator	Status	Document Status		
View	Abate, Alexandra B.	270067	Student Employment	Washington, Katie J.	Completed	Incomplete. Still Need: I9 (Click Here). Direct Deposit (Click Here.		
View	Abate, Alexandra B.	270136	Community Service Project	Washington, Katie J.	Pending	Incomplete. Still Need: I9 (Click Here). Direct Deposit (Click Here.		
View	Asberg, Lauren M.	170080	Gwinn Commons Food	Washington, Katie J.	Completed	Complete		

3. This page shows you the following information:

- Employee Name
- Position Number (17* = non-work study, 27* = work study, 37* = graduate student)
- Title

Home > Check Form Status

- Originator
- Status:
 - Waiting = Not submitted and waiting for some action to be taken by the Originator.
 - Pending = Submitted and waiting for approval by Student Employment.
 - Disapproved = Submitted, but not approved by Student Employment. See comments to revise EPAF.
 - Return for Correction = Submitted, but not approved by Student Employment. See comments to revise EPAF.
 - Approved = Approved by Student Employment and waiting to be applied to by payroll.
 - Completed = Applied to payroll.
- Document Status: All students are required to complete a W4 and I-9. If the student has incomplete documents, the student MUST stop working immediately OR submit the documents ASAP.